

# 2019 SABHRS ACCOUNTS PAYABLE TRAINING

Connie Mundt

Daily Operations Section

State Accounting Bureau

# OBJECTIVES

---

Supplier adds/updates

---

Warrant cancellations

---

ACH returns and NOCS

---

Reissues/stale-dated payments

---

Miscellaneous requests

---

Payment Plus

---

Vouchers

---

AP Work Center

---

Foreign supplier payments

---

Interfacing agencies

---

Documentation retention

# NEW PROCESSES RECAP

Agencies are processing cancels - a new security role “FS Agency Cancel Payments”

ACH returns automated – query MTAP\_ACH\_RETURNS. Agencies can run this as often as determined necessary

Supplier Adds and Updates done using an online form

# SUPPLIER ADDS AND UPDATES



# SUPPLIER ADDS AND UPDATES

## Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value



### ▼ Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date =

Approval Status =

☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search



Save Search Criteria

## SUPPLIER ADDS AND UPDATES

Fields on the online interface mirror those from the paper forms

Forms must be saved and submitted to be committed to workflow

Submit button will appear after the save is complete

An attachment may be required. A warning message will appear as a reminder

# SUPPLIER ADD FORM

## Fill out all necessary fields

- Supplier Name
- Agency Information
- Supplier Information
- Supplier Address
- Must attach a complete and legible W-9 or W-8

## EFT Banking Information if requested

- Complete all fields under EFT Banking Information
- Must attach a voided check, bank letter, or EFT sign-up form
- Email address must be completed in order for suppliers to get EFT advice sent

# SUPPLIER ADD FORM

Main Menu > Suppliers > Supplier Information > Add/Update > Supplier Add Form

ANNA FS

Instructions | Attachments

Supplier Add Form

Supplier Name

Status Initial

Information

Business Unit

Agency Contact

Contact Phone

Information

Fax ID Number

TIN Type

Government Class

\*TIN Cert Type

9-digit number if applicable.

Attach W8 or W9; use attachments tab.

Name

\*Name 1

Name 2

Address

Address Line 1

Address Line 2

Address Line 3

\*City

State/Province

Postal Code

\*Country

Banking Information

EFT Bank Info

Bank Account

EFT Tran Code

Bank Routing

Email Address

Email Advice

Attach Banking Information if applicable; use attachments tab.

ons | Attachments



# SUPPLIER ADD FORM

Form

Instructions

Attachments

Supplier Add Form

\*Supplier Name

Status

Initial

Agency Information

\*Business Unit

\*Agency Contact

\*Contact Phone

Supplier Information

Tax ID Number

9-digit number if applicable.

TIN Type

\*Government Class

\*TIN Cert Type

Attach W8 or W9; use attachments tab.

Supplier Name

\*Name 1

Name 2

# SUPPLIER ADD FORM

## Supplier Address

\*Address Line 1


Address Line 2

Address Line 3

\*City

State/Province

Postal Code


\*Country  

## EFT Banking Information

*Attach Banking Information if applicable; use attachments tab.*

EFT Bank Info  

Bank Account

EFT Tran Code  

Bank Routing

Email Address

☐ Email Advice

Save

## UPDATING AN EXISTING SUPPLIER

**NAME  
CHANGES**  
\*W-9,W-8

**ADDING/UPDATING  
ADDRESSES**  
\*W-9,W-8 required  
to update Address 1\*

**ALTERNATE  
PAYEE/WITHOLDING  
NAMES**  
\*Except Address 1\*

**EFT ACCOUNTS &  
EMAIL ADDRESSES**  
\*Supporting  
documentation  
required

WHAT TYPES OF UPDATES CAN BE DONE?

# SUPPLIER UPDATE FORM

- ❖ Fill out all necessary fields
  - Supplier Name
  - Agency Information
  - Supplier Information
- ❖ Select the Update Type needed - All 5 boxes can be checked or just one depending on the request
  - Complete the corresponding fields
  - Attach documents if necessary
- ❖ W-9 or W-8 is required for changes to Supplier Name and Address I
- ❖ EFT sign-up form only

# SUPPLIER UPDATE FORM

Suppliers > Supplier Information > Add/Update > Supplier Update Form

STATE OF MONTANA  
SABHRS FS

Form | Instructions | Attachments

### Supplier Update Form

\*Supplier Name   
Status: Initial

Agency information

\*Business Unit

\*Agency Contact

\*Contact Phone

Supplier Information

\*Supplier ID

Tax ID Number

TIN Type

\*Government Class

TIN Cert Type

Update Type

☐ Supplier Name

☐ Add New Address

☐ Update Address\*

☐ EFT/Banking Info

☐ Email

Address Number

Supplier Name

Name 1

Name 2

Supplier Address

Address Line 1

Address Line 2

Address Line 3

City

State/Province

Postal Code

Country

Payment Ac Name 1

Payment Ac Name 2

EFT Banking Information

EFT Bank Info

Bank Account

EFT Tran Code

Bank Routing

Email Address

More Information:

Save

Print

Form | Instructions | Attachments

Form | Instructions | Attachments

### Supplier Update Form

\*Supplier Name   
Status: Initial

Agency information

\*Business Unit

\*Agency Contact

\*Contact Phone

Supplier Information

\*Supplier ID

Tax ID Number

TIN Type

\*Government Class

TIN Cert Type

Update Type

☐ Supplier Name

☐ Add New Address

☐ Update Address\*

☐ EFT/Banking Info

☐ Email

Address Number

Attach W9 to update Address 1

\* Include address sequence to update address

# SUPPLIER UPDATE FORM

## Supplier Name

Name 1

Name 2

## Supplier Address

Address Line 1

Address Line 2

Address Line 3

City

State/Province

Postal Code

Country  

Payment Alt Name 1

Payment Alt Name 2

## EFT Banking Information

EFT Bank Info  

Bank Account

EFT Tran Code  

Bank Routing

Email Address

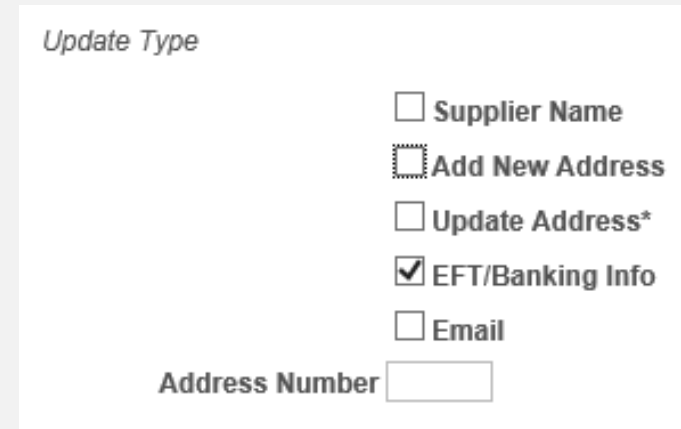
*To update EFT Information indicate location sequence in the More Information box*

*To remove EFT Information indicate which location(s) in the More Information box*

## More Information

## UPDATING EFT INFO

- ❖ The EFT/Banking Info box will need to be checked when adding, replacing, or removing/retiring EFT data



The screenshot shows a form titled "Update Type" with several checkboxes and a text input field. The checkboxes are: "Supplier Name", "Add New Address" (highlighted with a dashed border), "Update Address\*", "EFT/Banking Info" (checked with a black checkmark), and "Email". Below these is a text input field labeled "Address Number".

### **Add**

Complete the EFT Banking Information section, save and submit

### **Replace**

Complete the EFT Banking Information section, and note which Location needs to be replaced in the More Information box

### **Remove**

Leave the EFT Banking Information section blank and note in the More Information box which Locations need to be removed or retired into history

# UPDATING EFT INFO

- ❖ Beware of requests to update EFT information
- ❖ Verify the requester is an employee of the company and is authorized to update account information
- ❖ Collect a properly completed EFT Sign-Up Form (204)
- ❖ Request outdated or invalid accounts be removed or replaced



Voided  
Check



EFT Sign-  
up form

Letter  
from  
Supplier's  
Bank





# W-9 COMPLETION

1

An up-to-date  
W-9 form  
can be found at  
[www.irs.gov](http://www.irs.gov)

2

Click  
"Forms &  
Instructions"

3

Click on  
"Form W-9"



# W-9 COMPLETION

Make sure the new supplier accurately and legibly completes the W-9

## Common problems:

- Not completing Box 3
- Unreadable TIN, or completing both the EIN and SSN fields

**Form W-9**  
Rev. December 2014  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:

☐ Individual/sole proprietor or single-member LLC  
☐ C Corporation  
☐ S Corporation  
☐ Partnership  
☐ Trust/estate  
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership)   
**Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.  
☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any)   
Exemption from FATCA reporting code (if any)   
(Apply to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)  
Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Social security number**  
 -  -

**or**  
**Employer identification number**  
 -

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign here  Signature of U.S. person

Date

---

Once all information is entered and saved, click the **submit** button

---

After submission and before approval or denial, the submission can be cancelled

---

Submitting the form allows State Accounting to approve or deny, it will not be visible to SAB before submission

---

If you only click save and do not submit the form you can come back and work on it at a later time

## FORM SUBMISSION

# FORM SUBMISSION

Form

Instructions

Attachments

Seq # 42

Supplier Add Form

\*Supplier Name

NEWSPAPER ARCHIVE INC

Status

Initial

Preview Approval

Submit

Agency Information

\*Business Unit

61010

\*Agency Contact

JAMIE WATTNEM

\*Contact Phone

4062065

Form

Instructions

Attachments

Seq # 45

Supplier Add Form

\*Supplier Name

CADALYS INC

Status

Pending

Approver Status

Cancel Approval

# SUPPLIER ADD/UPDATE APPROVAL



Fri 3/30/2018 3:01 PM

sabhrs\_fs@mt.gov

**Form 40 has been Approved**

To  Wattnem, Jamie


Form 40 has been approved. Details are shown below:

Subject: AMERICAN AUTOMOBILE ASSOCIATION

Click on the URL to access the supplier information page: [https://sabhrsisy.mt.gov/psp/fssy/EMPLOYEE/ERP/c/MAINTAIN\\_VENDORS.VNDR\\_ID.GBL?Folder=MYFAVORITES](https://sabhrsisy.mt.gov/psp/fssy/EMPLOYEE/ERP/c/MAINTAIN_VENDORS.VNDR_ID.GBL?Folder=MYFAVORITES)

(This message was automatically generated by Form and Approval Builder on 2018-03-30 at 15.01.15.000000. Please do not reply to this email.)


# SUPPLIER ADD/UPDATE DENIAL



Mon 4/2/2018 10:42 AM

sabhrs\_fs@mt.gov

Form 45 has been Denied

To  Wattnem, Jamie

Form 45 has been denied. Details are shown below:

Subject: CADALYS INC

Click on the URL to access the form: [https://sabhrsisy.mt.gov/psp/fssy\\_2/EMPLOYEE/ERP/c/MANAGE\\_FORM.FORM\\_ADD.GBL?Page=FORM&Action=U&SEQ\\_NBR=45](https://sabhrsisy.mt.gov/psp/fssy_2/EMPLOYEE/ERP/c/MANAGE_FORM.FORM_ADD.GBL?Page=FORM&Action=U&SEQ_NBR=45)

(This message was automatically generated by Form and Approval Builder on 2018-04-02 at 10.41.54.000000. Please do not reply to this email.)

Form	Instructions	Attachments
Seq # 45		
Supplier Add Form		
*Supplier Name CADALYS INC		
Status Denied	Approver Status	Submit

# SUPPLIER ADD/UPDATE DENIAL

**Supplier Add Form**

Supplier CADALYS INC  
Name

**Review/Edit Approvers**

▼ Supplier Add Form: 45: **Denied** View/Hide Comments

1

**Denied**

❌ Mundt, Connie  
Supplier Approval  
04/02/18 - 10:41 AM

**Skipped**

⚠️ Wattnem, Jamie  
Supplier Approval  
04/02/18 - 10:38 AM

▶ **Comments**

OK

**Supplier Add Form**

Supplier CADALYS INC  
Name

**Review/Edit Approvers**

▼ Supplier Add Form: 45: **Denied** View/Hide Comments

1

**Denied**

❌ Mundt, Connie  
Supplier Approval  
04/02/18 - 10:41 AM

**Skipped**

⚠️ Wattnem, Jamie  
Supplier Approval  
04/02/18 - 10:38 AM

▼ **Comments**

**Connie Mundt at 04/02/18 - 10:41 AM**  
NO W9 ATTACHED

**System at 04/02/18 - 10:38 AM**  
Requester (CMA086) is approver on step number 1, path 1, stage 10, which has self-approval disabled! (18081,1031)

OK

# FIND AN EXISTING FORM

## Search/Fill a Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

### ▼ Search Criteria

Sequence Number =

Subject begins with

Document Key String begins with

Priority =

Due Date =  31

Approval Status =

☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search



Save Search Criteria

## Search Results

View All

First 1-7 of 7 Last

Sequence Number	Subject	Form	Document Key String	Priority	Due Date	Approval Status	Created Date/time
24	test	SUPPLIER_A (blank)		3-Standard	03/13/2018	Approved	03/13/2018 1:44PM
30	Test Approve	SUPPLIER_A (blank)		3-Standard	03/28/2018	Approved	03/28/2018 12:12PM
31	test deny	SUPPLIER_A (blank)		3-Standard	03/28/2018	Denied	03/28/2018 12:16PM
32	Test Just Save	SUPPLIER_A (blank)		3-Standard	03/28/2018	Initial	03/28/2018 12:29PM
33	Test Save Only	SUPPLIER_A (blank)		3-Standard	03/30/2018	Approved	03/28/2018 12:31PM
42	NEWSPAPER ARCHIVE INC	SUPPLIER_A (blank)		3-Standard	03/30/2018	Initial	03/30/2018 1:10PM
45	CADALYS INC	SUPPLIER_A (blank)		3-Standard	04/02/2018	Denied	04/02/2018 10:37AM



# SUPPLIER ADD/UPDATE QUESTIONS?

# WARRANT CANCELLATIONS

[Standard Cancellation FAQ](#)

- ❖ This screen can be used to see the status of a payment
  - Reconciled
  - Stale-dated
  - Cancelled
  - Reissued
- ❖ Notes can be left in the description field
- ❖ Voucher number
- ❖ Accounting lines and associated journals
- ❖ Agency accounting staff should be able to access this function
- ❖ Please contact your supervisor if you have issues, as your security may need to be updated

## MT PAYMENT INQUIRY

# MT PAYMENT INQUIRY

Favorites ▾Main Menu ▾Accounts Payable ▾Review Accounts Payable Info ▾Payments ▾MT Payment Inquiry

STATE OF MONTANA  
SABHRS FS

Search >

MT Payment Inquiry

Vouchers For a Payment

Supplier:

Payment Amount:56.35 USD

Payment Method:CHK

Pay Status:Paid

Pymnt Ref ID:0024946307

Accounting Date:03/10/2017

Payment Date:03/13/2017

Reconcile Date:09/29/2017

Cancel Date:

Cancel Action:No Cancel

Date Staledated:09/29/2017

Staledate Status:Abandoned

Action Date:05/01/2018

Days Outstanding:200

Description:TRANSFERRED TO ABAND PROPERTY IUJ#0003910633 CMA068 05/01/2018 01:50:36 PM

Voucher Payment Details

Personalize | Find | View All | First 1 of 1 Last

Voucher Details

More Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Supplier Loc	Currency	Gross Invoice Amount	Paid Amount	Acctg Entries	Detail Lines	View Advice
5104Z	00791733	00987918	03/09/2017	0000328382	000001	USD	56.35	56.35			<div>View Advice</div>

Return to Search

Refresh

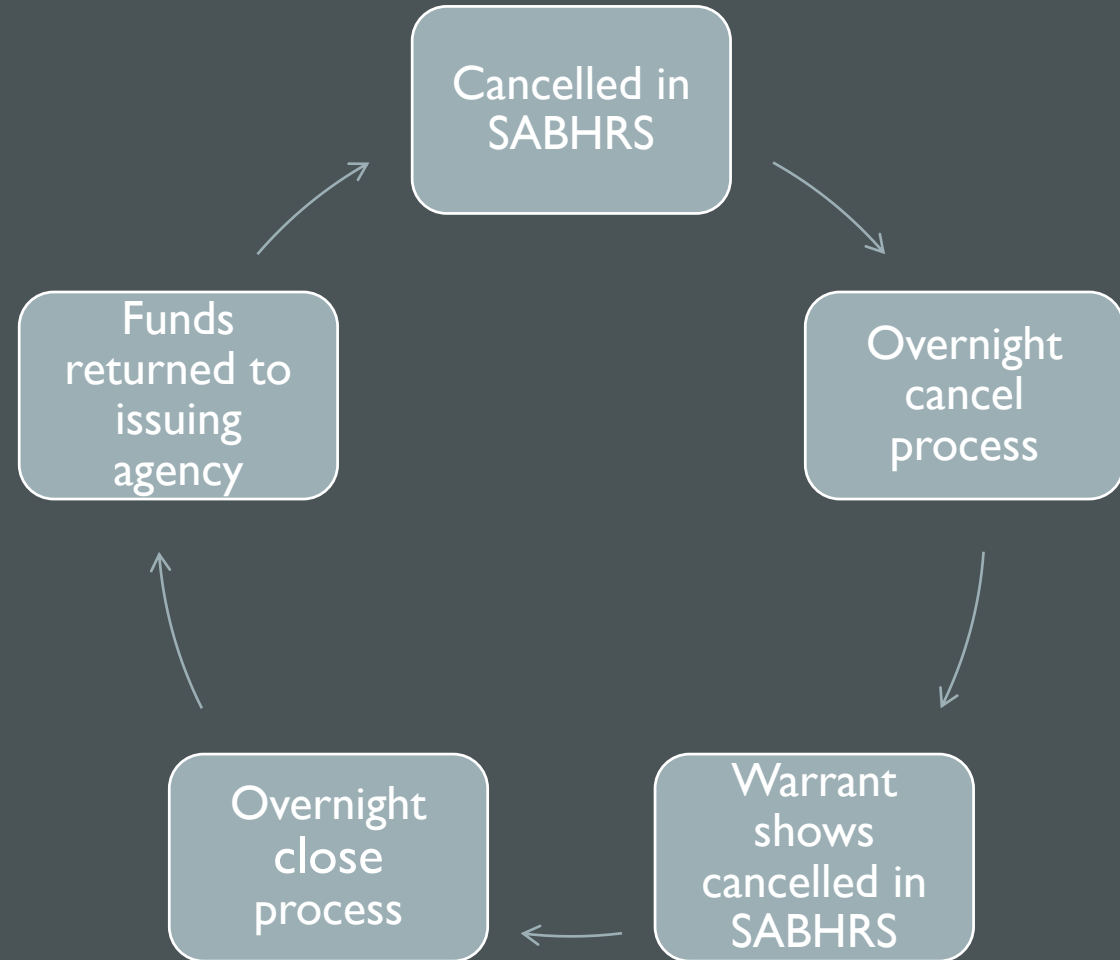
# WARRANT CANCELLATIONS

## Lifecycle of a Cancelled Warrant

Issued in error

Wrong amount

Incorrect payee



## WARRANT CANCELLATIONS

- Check MT Payment Inquiry to verify the payment has not reconciled, been cancelled, or stale-dated
- Main Menu > Accounts Payable > Payments > Cancel/Void Payments > Agency Cancel Payments Search
- Enter Business Unit and Payment Reference of payment to cancel and search
- Verify that the payment information is correct
- Ensure that Void and Do Not Reissue/Close Liability are marked
- Choose appropriate cancel reason (A01, A02, A03)
- Enter notes in the Description field if necessary and save
- SABHRS creates journals to close the original payment and journal the funds back to the agency

# WARRANT CANCELLATIONS

MT Payment Inquiry

Vouchers For a Payment

Supplier:

Payment Amount:

0.40 USD

Payment Method:

CHK

Pay Status:

Paid

Pymnt Ref ID:

0025545674

Accounting Date:

04/27/2018

Payment Date:

04/30/2018

Reconcile Date:

Cancel Date:

Cancel Action:

No Cancel

Date Staledated:

Staledate Status:

Action Date:

Days Outstanding:

130

Description:

Voucher Payment Details

Personalize | Find | View All |

First 1 of 1 Last

Voucher Details

More Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Supplier ID	Supplier Loc	Currency	Gross Invoice Amount	Paid Amount	Acctg Entries	Detail Lines	View Advice
6901S	06381077	06381077	04/27/2018	0000220441	1	USD	0.40	0.40			<div>View Advice</div>

Return to Search

Previous in List

Next in List

Refresh

# WARRANT CANCELLATIONS

**Favorites** ▾ **Main Menu** ▾ > **Accounts Payable** ▾ > **Payments** ▾ > **Cancel/Void Payments** ▾ > **Agency Cancel Payments Search**

STATE OF MONTANA  
SABHRS FS

Search  >>

**Agency Cancel Payments Search**

**Search Options**

Business Unit  🔍



OR

Payment ID  ✕

For Universities and Payroll:

Remit SetID  🔍

**Search**

 **Save**  **Notify**



# WARRANT CANCELLATIONS

## Cancel Payment

### Enter Cancel Payment

Bank Set ID STATE

Creation Date 04/27/2018

Bank 028 US BANK - HELENA

Payment Date 04/30/2018

Account CHK 156041200221-01

Payment Amount 0.40 USD

Reference ID 0025545674

Cancel Post Status Not Applicable

Payment Method System Check

Settle By Pay Cycle

Remit Supplier

Settlement Status None

Date Cancelled 09/07/2018

Payment Status

☒ Void

☐ Stopped

☐ Undo Cancel

User ID CM0612

Hold Reason

Cancel Action

☐ Re-Open Voucher(s)/Re-Issue

☐ Re-Open Voucher(s)/Put on Hold

☒ Do Not Reissue/Close Liability

Cancel Reason A01

Issued in Error

Description Cancelled 9/7/2018 KC Issued in Error

Save

Return to Search

Notify

# WARRANT CANCELLATIONS

Payment Reason Code	Description
A01	Issued in Error
A02	Issued to Wrong Supplier
A03	Incorrect Amount
A04	Supplier Requested Cancellation

# CANCELLATION QUESTIONS?

# ACH RETURNS AND NOCS

MTAPA\_ACH\_RETURNS

Update the supplier

Interfacing agencies  
update subsystems

Agency is responsible  
for issuing new payment

ACH RETURNS

Incorrect banking information

Sent to responsible  
agency via FTS  
for processing

NOCs are  
required by the  
bank to be handled  
by agencies

Agency can request a  
change by completing  
a Supplier Update  
form

## NOTICES OF CHANGE (NOCs)

# ACH RETURNS/NOC QUESTIONS?

- Standard Reissues
- WAW Reissues
- Stale-date Reissues and IUJ Requests
- Resending Payment Plus Payments

## REISSUES



# STANDARD REISSUE

Form 212

WAW Reissue - Form 211 (Universities Only)

Timeline

## Day 1

- Original warrant is cancelled & marked for reopen
- Notes left in MT Payment Inquiry Screen


## Day 2


- Replacement is marked as non-mailer
- Notes left in payment advice screen
- Correct mailing address noted in payment advice if applicable


## Day 3

- Replacement is delivered to agencies
- Agencies review payment advice to check for updated mailing address
- Included on non-mailer report uploaded by 9 a.m.

# STATE PAYROLL REPLACEMENT

- 
- Requests must be received no later than 3 p.m. to be processed same day

- 
- Social Security number or Supplier number is required for processing
  - Printed name must be legible on the form for contact purposes

- 
- The agency contact who submitted the form will be contacted the following day for the check pick-up
  - Only authorized signers from your agency may pick up checks
  - Checks are located at the desk of Kristy Klein

# STALE-DATE

Payment goes stale, an automated process runs the last business day of the month

Agencies have exclusive access for the first month to request funds be returned by IUJ (Form 215) before noticed are mailed to payees

Run  
MTAP\_STALEDATE\_INFO\_PERBU  
Enter  
Business Unit and stale-date status like  
A = Abandoned  
S = Stale  
R = Reissued  
T = Transferred

If a payment is \$50.00 or more an affidavit will be sent out for the payee to complete and return to SAB

SAB Reissues the payment when affidavit is completed and returned

## STALE-DATE

Agencies can request funds back by IUJ at any time before the payment is sent to DOR Unclaimed Property. If payment is in an Abandoned status payee must contact DOR or go to their website to collect the funds

Payees may return the affidavit with “I do not believe I am entitled” box checked. An IUJ is then created and the issuing agency is notified

Agencies can send out Form 214 for payments less than \$50.00 and/or if requested by a payee

Payments are in a stale-dated status for approximately six months before being sent to DOR

MTAP\_STALEDATE\_INFO\_PERBU is helpful when verifying if payments have been replaced by SAB, the query results will provide the date and ref. ID of the replacement done by 6101R

# REISSUES

- ❖ 211 – WAW Reissue
- ❖ 212 - Standard Reissue
- ❖ 213 - State Payroll Replacement
- ❖ 214 - Stale-Date Warrant Replacement Affidavit
- ❖ 215 - Stale-Date IUJ Request

## Helpful Queries

- ❖ MTAP\_STALEDATE\_INFO\_PERBU

# REISSUE QUESTIONS?

## MISCELLANEOUS REQUESTS

Pulled Warrants

Express Warrants

Manual ACH Returns

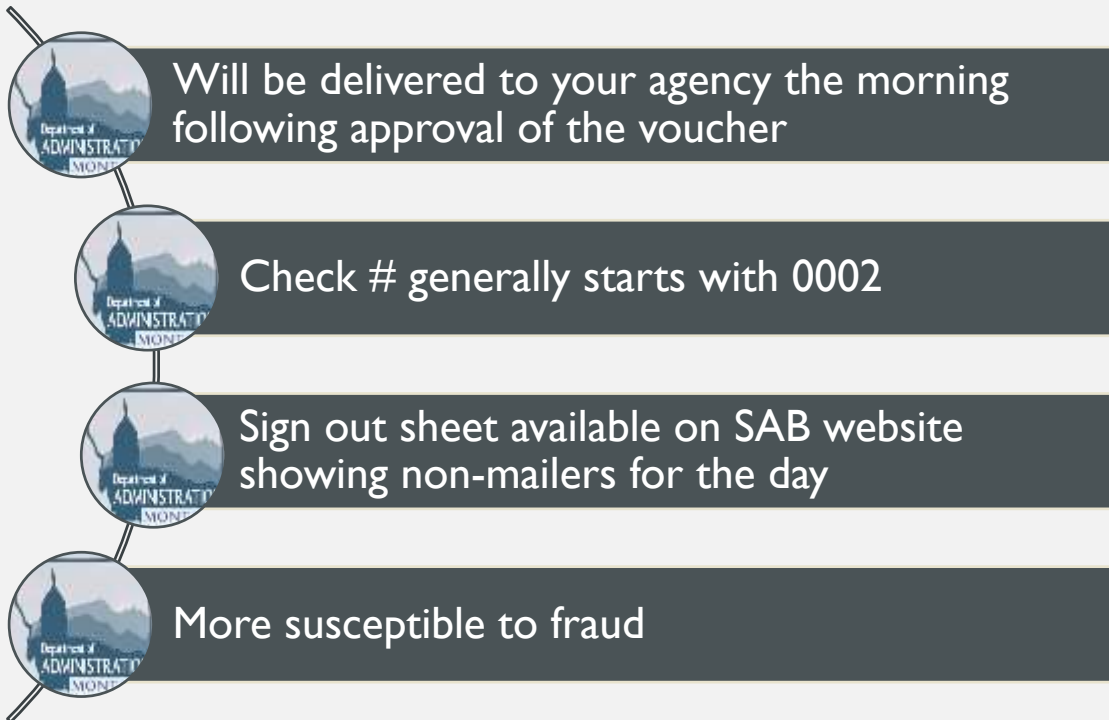
Copy of a Cashed Warrant

Trace Numbers

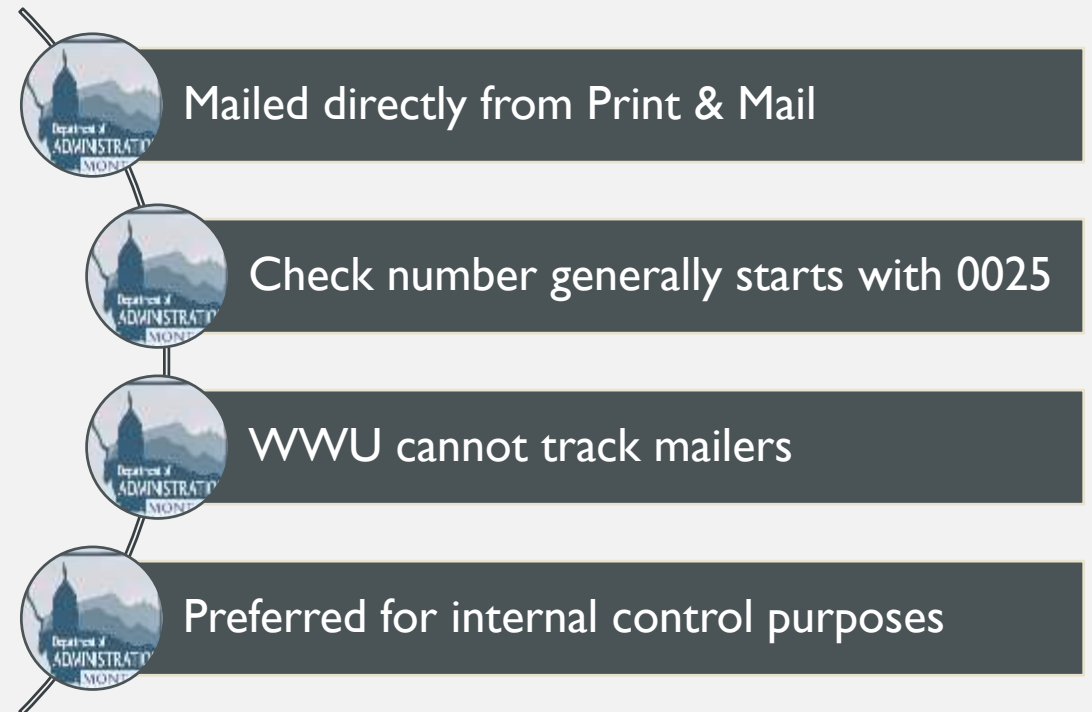
Payment Plus

# NON-MAILER VS. MAILER

## NON-MAILER



## MAILER





## PULLED WARRANTS

E-mail submitted  
to  
[WarrantWriter@mt.go](mailto:WarrantWriter@mt.go)  
v requesting a  
pulled warrant  
the payee name  
and reference ID  
must be included

Requests must  
be made no later  
than 12:00 p.m.

Agency  
requesting the  
pulled warrant  
will be contacted  
when the  
warrant is  
delivered to SAB

Only  
authorized  
signers from  
your agency  
can pick up  
warrants

# EXPRESS WARRANTS

When to request  
an express warrant

- Emergency situations requiring a warrant same day

Timeline for express warrant requests:

Requests for an express warrant must be submitted to SAB no later than 12:15 p.m.

Agency creates the voucher which must be approved and budget checked

Warrants are delivered to SAB in the afternoon where agencies can then pick up

# MANUAL ACH RETURNS

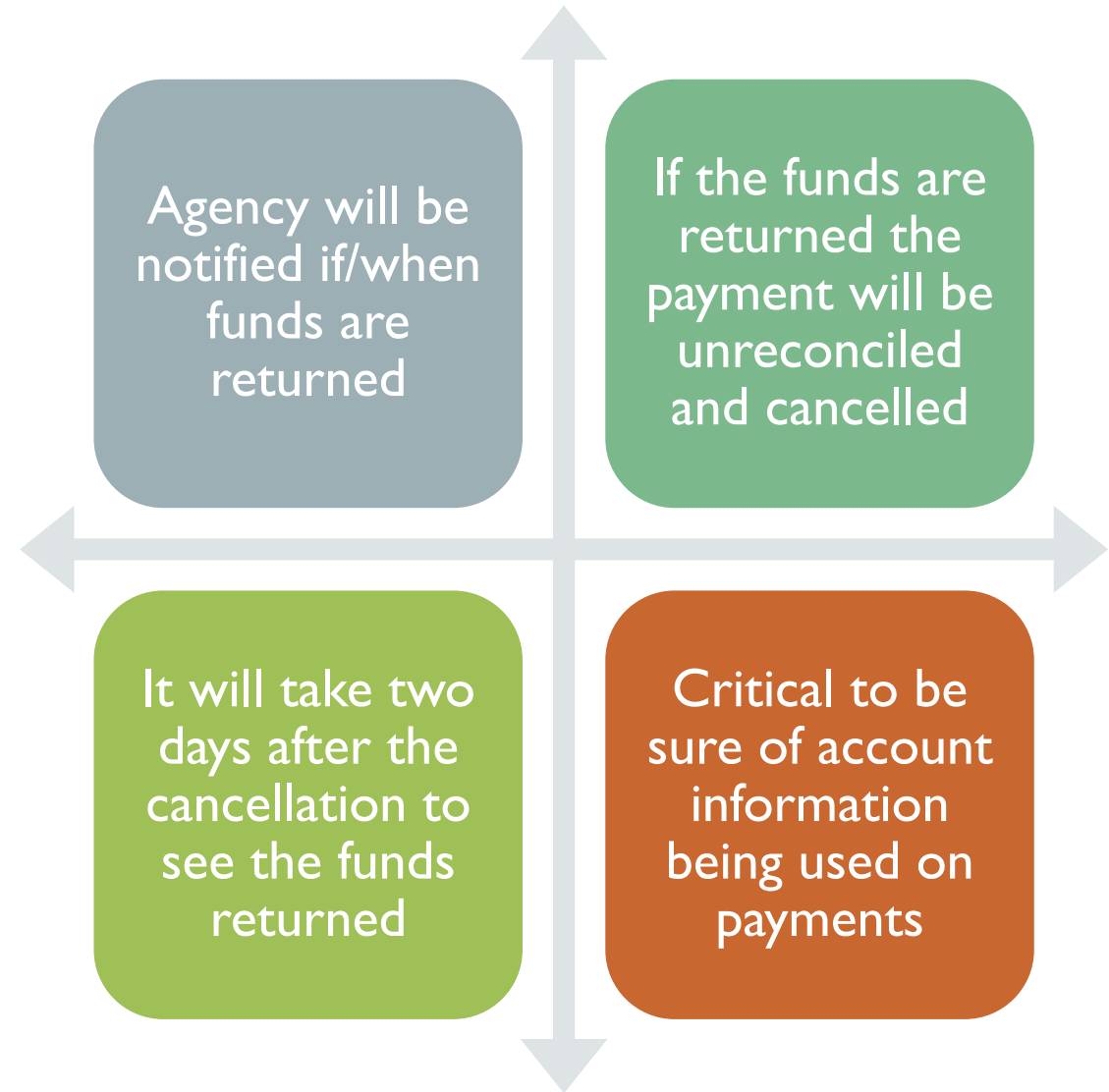
Email  
[warrantwriter@mt.gov](mailto:warrantwriter@mt.gov)  
with the reference ID  
number from the  
voucher and request a  
Manual ACH return be  
started.

The Daily Operations  
team will complete the  
paperwork and return it  
to the requesting agency  
for a signature and date

Return the form  
through File Transfer,  
and a return will be  
requested from the  
bank of deposit

Returns are not  
guaranteed

## MANUAL ACH RETURNS



## COPY OF CASHED WARRANT

<b>Trace number</b>	Used when EFT payments are made and the payee is unable to locate the funds
<b>Fraud case</b>	Agencies will request a copy of a cashed warrant and provide it to the payee If the payee determines fraud was involved, e-mail <a href="mailto:WarrantWriter@mt.gov">WarrantWriter@mt.gov</a> with the details SAB will contact US Bank and begin the fraud process
<b>Timeline</b>	EFT trace numbers are generally provided same day Copies of cashed warrants will be provided within two business days Fraud cases can take six months or more before finalized by the banks

## PAYMENT PLUS

- ❖ US bank product that suppliers can utilize, and can also opt-out of if they are unsatisfied
- ❖ This payment is comprised of two emails; the first includes the payment advice from the voucher and the reference ID for the payment, the second is a one-time use credit card number they can run at their business
- ❖ If you are paying a PPlus supplier, the voucher will automatically default to a PPlus payment, but you can change this selection to check or EFT if needed
- ❖ If a payment needs to be resent, have supplier email [warrantwriter@mt.gov](mailto:warrantwriter@mt.gov) and we will resend it

# MISCELLANEOUS REQUEST QUESTIONS?

# VOUCHERS



## VOUCHER STYLES

Regular

Template

Reversal

Single Supplier

## VOUCHERS

View the supplier account to get needed information when making a payment


- Suppliers > Supplier Information > Add/Update > Supplier

Identify:  
Address  
Alt Name  
Email

Bank Account Location

# VERIFYING SUPPLIER INFORMATION

[Favorites](#) ▾ | 
 [Main Menu](#) ▾ | 
 > [Suppliers](#) ▾ | 
 > [Supplier Information](#) ▾ | 
 > [Add/Update](#) ▾ | 
 > [Supplier](#) 🔍


 >

[Identifying Information](#) | 
 [Address](#) | 
 [Contacts](#) | 
 [Location](#)

---

SetID STATE  
Supplier ID NEXT  
\*Supplier Short Name   
\*Classification   
HCM Class   
\*Persistence   
\*Supplier Status

\*Supplier Name   
Additional Name   
☒ Withholding ☐ PPlus  
☒ Open For Ordering ☐ Allow PPlus Override  
☐ VAT Registration  PPlus Amt Override  
 PPlus Email  
Supplier Audit Default  
☐ Supplier Audit

---

☐ Corporate Supplier  
Corporate SetID   
Corporate Supplier ID

☐ InterUnit Supplier  
InterUnit Supplier ID  🔍

---

☐ Create Bill To Customer

---

▶ [Supplier Rating](#)

---

▶ [Supplier Logo](#)

---

▶ [Additional ID Numbers](#)

---

▶ [Duplicate Invoice Settings](#)

---

▶ [Government Classifications](#)

---

▶ [Standard Industry Codes](#)

---

▶ [Additional Reporting Elements](#)

---

▶ [Financial Sanctions Status](#)

---

▶ [Comments](#)

---

---

[Identifying Information](#) | 
 [Address](#) | 
 [Contacts](#) | 
 [Location](#)

# VERIFYING SUPPLIER INFORMATION

Identifying Information
Address
Contacts
Location

SetID STATE  
Supplier ID NEXT
Short Supplier Name
Supplier

**Supplier Address**
Find | View All
First 1 of 1 Last

Address ID 1
Description

**Details**
Find | View All
First 1 of 1 Last

Effective Date 10/19/2017
Effective Status Active

Country USA United States

Address 1

Address 2

Address 3

City

County

Postal

State

Email ID
Email EFT Advice

Payment/Withholding Alt Names

**Payment Alternate name**

Name 1

Name 2

**Withholding Alternate name**

Withholding Name 1

Withholding Name 2

**Phone Information**
Personalize | Find | View All
First 1 of 1 Last

*Type	Location	Prefix	Telephone	Extension
Business Phone				

# VERIFYING SUPPLIER INFORMATION

Identifying Information

Address

Contacts

Location

SetID STATE

Supplier ID NEXT

Short Supplier Name

Supplier

A supplier location is a default set of rules which define how you conduct business with a supplier.

Location

Find | View All

First

1 of 1

Last

+ -

\*Location 000001

☒ Default

RTV Fees

Description 8975 x

Details

Find | View All

First

1 of 1

Last

+ -

\*Effective Date 10/19/2017

Effective Status Active

Expand All

Collapse All

Options

Payables

Procurement

Sales/Use Tax

1099

▶ Additional ID Numbers

▶ Comments

▶ Internet Address

▶ VAT

Expand All

Collapse All

Save

Notify

Refresh

Add

Update/Display

Include History

Correct History

# REGULAR ENTRY

- ❖ Accounts Payable > Vouchers > Add/Update > Regular Entry
- ❖ The voucher header screen allows you to enter a new voucher or to search for existing one
- ❖ If you are able to complete all of the highlighted fields here, it will save you time when completing the payment
- ❖ Use the magnifying glass next to address and location to open all available options

**Voucher**

[Find an Existing Value](#) [Add a New Value](#)

Business Unit: 61010 🔍

Voucher ID: NEXT

Voucher Style: Regular Voucher ▼

Supplier Name: 🔍

Short Supplier Name: 🔍

Supplier ID: 🔍

Supplier Location: 🔍

Address Sequence Number: 0 🔍

Invoice Number:

Invoice Date: 3/1

Gross Invoice Amount: 0.00

Estimated No. of Invoice Lines: 1

[Add](#)

# ENTERING A REGULAR VOUCHER

Invoice Information | Payments | Payment Advice

Business Unit: 61010  
 Voucher ID: NEXT  
 Voucher Style: Regular Voucher  
 Invoice Date:   
 Invoice Received:

Invoice No:   
 Accounting Date: 10/19/2017  
 \*Pay Terms: 00 Due Now

VERIZON WIRELESS SERVICES LLC

Supplier ID: 0000108299  
 ShortName: VERIZON WI-004  
 Location: 000001  
 \*Address: 1

Budget Status

Invoice Total

Line Total	0.00
Total	0.00
Difference	0.00

Payment Confidentiality

☐ Payments are Confidential  
☒ Payments not Confidential  
☐ BU is Confidential  
☐ N/A

Comments(0)

Withholding

Advanced Supplier Search

Save Save For Later Action Run Calculate Print

Copy From Source Document

Invoice Lines

Line 1 ☐ Copy Down  
 \*Distribute by: Amount  
 Item:   
 Quantity:   
 UOM:   
 Unit Price:   
 Line Amount: 0.00

SpeedChart:   
 Ship To: ADM  
 Description:   
 Packing Slip:

Multi-Speedcharts Calculate

Distribution Lines

GL Chart | Statistics | Assets

Copy Down	Line	Amount	Quantity	*GL Unit	Account	Fund	Org	Program	Sub-Class	Project	OpenItem	Budget Date	GL Unit	Currency	Exchange Rate
<input type="checkbox"/>	1	0.00		61010								10/19/2017	61010	USD	

# ENTERING A REGULAR VOUCHER

Invoice Information	Payments	Payment Advice
---------------------	----------	----------------

Business Unit	61010	Invoice No	<input type="text"/>	Invoice Date	<input type="text"/>	Action	<input type="text"/>	Run
Voucher ID	NEXT				<input type="text"/>	<input type="text"/>	<input type="text"/>	
Voucher Style	Regular Voucher				<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total Amount	0.00				<input type="text"/>	<input type="text"/>	<input type="text"/>	

Payment Information		Find   View All		First	1 of 1	Last
Payment 1						
*Remit to	<input type="text"/>	Gross Amount	<input type="text"/>	USD	Scheduled Due	<input type="text"/>
Location	<input type="text"/>				Net Due	<input type="text"/>
*Address	<input type="text"/>				Accounting Date	<input type="text"/>
VERIZON WIRELESS SERVICES LLC		External Contract Id	<input type="text"/>			
180 WASHINGTON VALLEY RD						
BEDMINSTER, NJ 07921-2120						

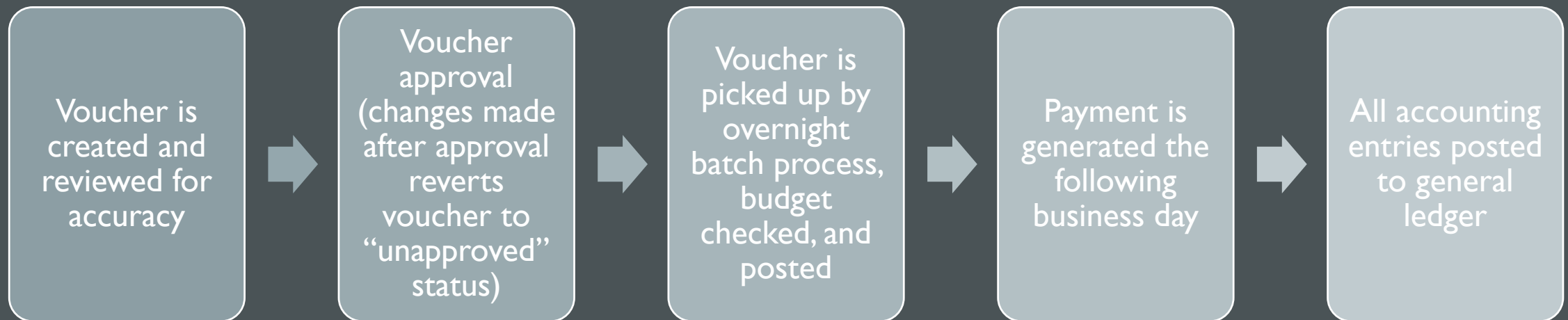
Payment Options		Supplier Bank	
Bank: 028	Account: CHK5		
Form Type			
<input type="radio"/> Mailer <input type="radio"/> Non-Mailer <input checked="" type="radio"/> PPlus			
Payment Method			
<input checked="" type="radio"/> Check <input type="radio"/> EFT			
<input checked="" type="checkbox"/> Separate Payment			
Hold Payment: <input type="checkbox"/>			
Hold Reason: <input type="text"/>			

Schedule Payment	
Action	Schedule Payment
Payment Date	<input type="text"/>
Reference	<input type="text"/>



# VOUCHER LIFECYCLE





Inactive  
supplier accounts will  
create voucher failure



Forward-dating vouchers  
can create issues when  
effective dates on address  
or locations do not align



A complete offset can  
occur  
The identifier will be  
located on the  
payments tab of the  
voucher if the payment  
is offset



A payment can be partially  
offset as well  
In this case, the payment will  
generate in the same manner,  
but there will be a negative  
line in the MT Payment  
Inquiry screen indicating the  
amount taken for offset

## VOUCHER ERRORS

# DOR OFFSET

Offset funds remain in a DOR holding account for 30 days

If a partially offset payment is cancelled within the 30 days, the full amount of the original payment is journaled back to the issuing agency

If the offset funds are no longer in the holding account or if they have been used to pay another agency or debt, DOR will contact agency that processed the cancellation and work with them on how to proceed

- DOR monitors offset payment cancellations daily

Fully offset payments cannot be cancelled in SABHRS and must be requested through DOR

- If offset monies have not been used to pay a debt, DOR may send funds back to the agency via IUJ

# FOREIGN SUPPLIER PAYMENTS

Payments made  
to foreign entities will  
automatically be held in  
SABHRS

One of the below  
criteria must be met  
for  
services preformed in  
the U.S.:

- Correct and completed W-8 with treaty claim in part 3
- 30% withholding on the payment made to the supplier

Other foreign  
supplier payments

- W-8 with a correct treaty claim in part 3 – valid for 3 years if nothing changes
- Invoice clearly stating "no services performed in the U.S."
- Travel reimbursement documentation (expense report, receipts)

AP Voucher  
Manual

Regular  
Entry

Template  
Voucher

Single  
Payment  
Voucher

Multiple  
Vendor  
Voucher

Approve  
Voucher

Delete  
Voucher

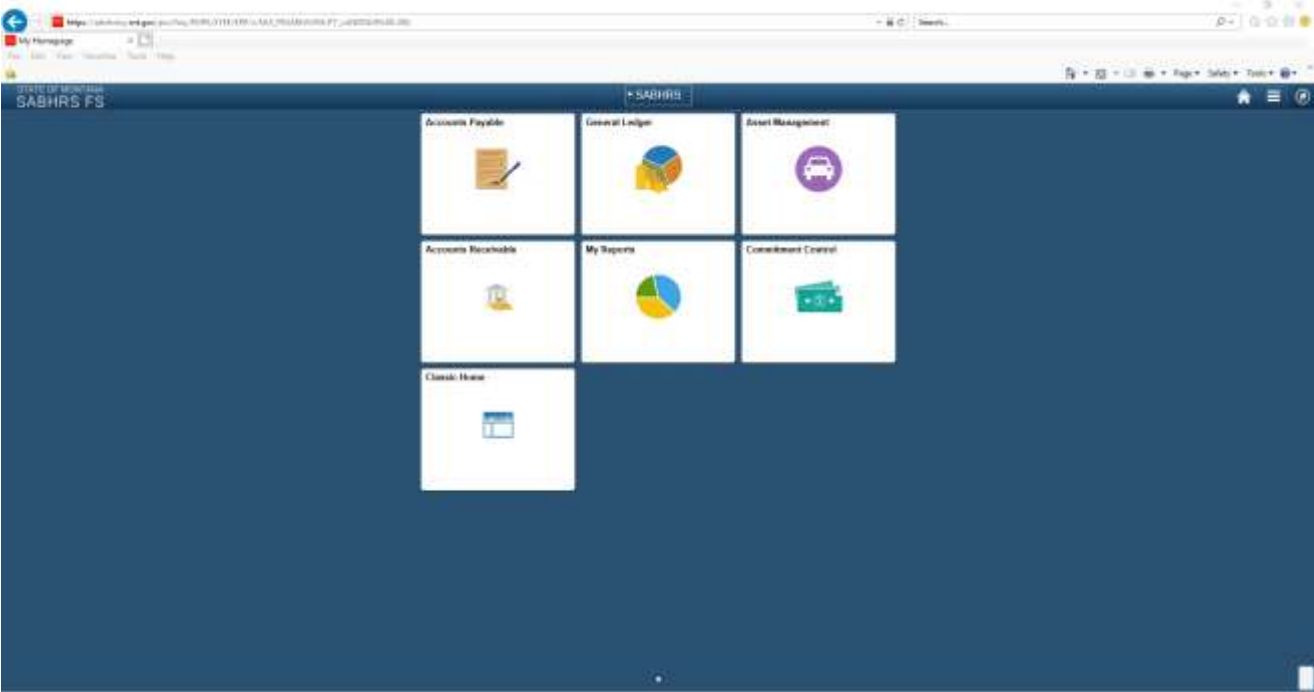
## SABHRS DOCUMENTATION

[HTTPS://MINE.MT.GOV/DOCUMENTATION/SABHRS/DEFAULT.MCPX](https://mine.mt.gov/documentation/sabhrrs/default.mcpX)

# VOUCHER QUESTIONS?

# AP WORK CENTER

# AP WORK CENTER





# AP WORK CENTER QUESTIONS?

# INTERFACING AGENCIES

# VALIDATING FILE

Favorites ▾Main Menu ▾ > MT Financials Interface ▾ > Review interface file results ▾ > Review Processed Files

From the File Trailer Record (FTR):

Interface Id: AP

Create Date & Time: 05/16/2017 3:05:47.000000PM

Agency ID: 52010

Total Rows in File: 36,218

System Id: FWPAL8

Total Amount in File: \$3,021,851.00

File Load Summary

Processed Date: 05/16/2017

Transactions Loaded4,998

Amount Loaded\$3,019,833.00

Transaction Load Errors2

Beginning Transaction Id01323646

Transaction Load Warnings0

Ending Transaction Id01328643

Transaction Errors, Warnings and Informational messages

Personalize | Find | View All | First 1-4 of 4 Last

Row in File	Field Error	Value	Error Message	Business Unit	Tran Ref	Record Type	Name 1	Name 2
1	12799 STATE		State is not valid for the Country	5201Z		VND		
2	12804 Transaction Ref Nb		Trans Ref for failed voucher: 2059	5201Z		ADV		
3	26109 STATE		State is not valid for the Country	5201Z		VND		
4	26114 Transaction Ref Nb		Trans Ref for failed voucher: 4177	5201Z		ADV		


75


# VALIDATING FILE

## MTINT\_AP\_LOAD\_INFO - AP Interface Information

Agency ID Like:

System Id Like:

From Process Date:  

To Process Date:  

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (34 kb)

[View All](#)

	Type of Interface File	Agency ID	System Id	Create Date Time	Process Date	Interface Edit Type	Total Rows	Total Amount	Beginn Transac Id
1	AP	69010	AWACS-AP	10/23/2017 5:11:07AM	10/23/2017	AP - Voucher Validation	5734	2115304.4900	019963

## REMINDERS

01

W-9s required and should be checked for accuracy

02

DOS does not have control over interfaced changes to supplier accounts

03

Interfacing bad information can cause issues. Supplier updates should be submitted when interfaced information changes

# INTERFACE QUESTIONS?

# DOCUMENTATION RETENTION

Although the Daily Operations Section receives copies of W-9s/ W-8s, agencies are required to retain the records per SOS retention schedules

- Agencies to retain for three years
- SAB to retain for five years



The SOS retentions schedules can be found at the following web page:  
<http://sos.mt.gov/Records/State>

## W-9 RETENTION PER SOS





## W-9/W-8 REMINDER

- W-9s and W-8s are updated by the IRS often. Please use the most up-to-date forms
  - W-9 can be found online at <https://www.irs.gov/forms-pubs/about-form-w9>
  - W-8s can be found online at <https://apps.irs.gov/app/picklist/list/priorFormPublication.html?resultsPerPage=200&sortColumn=sortOrder&indexOfFirstRow=0&criteria=formNumber&value=W-8&isDescending=false>
- If your agency uses substitute forms, please consider using the IRS forms
  - The IRS forms capture more information, including government classifications

# QUESTIONS?